San Diego Community College District
NANC JOB DESCRIPTION

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Job Code:	N1270
Original Date:	04/2013
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: Educational Transcriber III

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of an assigned supervisor, perform Typewell transcribing services for students with auditory processing disabilities as assigned by the Interpreting Services Office.

DESIRABLE QUALIFICATIONS:

Knowledge of college level vocabulary used in classroom lectures; English usage, grammar, spelling, and punctuation; and computers and related software. Ability to transcribe meaning-for-meaning for students in college classes and/or laboratories, assess student needs, troubleshoot and diagnose basic problems with computer equipment, understand and follow oral and written directions, and establish and maintain good working relationships with students and staff. Must be fluent in English and demonstrate skill in the use of Typewell transcribing software. Ability to provide own transportation to and from campuses and/or off-site locations may be required.

Level I - Satisfactory completion of the Typewell Transcriber training course with ability to type at 55 w.p.m.

Level II - Satisfactory completion of the Typewell Transcriber training course with ability to type at 55 w.p.m. and at least one year of experience.

Level III - Satisfactory completion of the Typewell Transcriber training course with ability to type at 55 w.p.m. and three or more years of experience.

TYPICAL DUTIES INCLUDE:

- Provide in-class speech-to-text communication services using Typewell abbreviation software on laptop/notebook computers linked wirelessly.
- Transcribe meaning-for-meaning for students in college classes and/or laboratories which may require presentation and exchange of highly complex and technical information.
- Assess student needs and the transcribing situation before and during assignments and make adjustments as needed.
- Provide transcripts to students within 24 hours after the class.
- Assist with providing for the student's communication needs, including assessing and adjusting lighting, seating arrangements, and access to visual aids.
- Prepare for classes by reading and becoming familiar with technical vocabulary and content of assignment.
- Troubleshoot and diagnose basic problems with computer equipment.
- Perform minor maintenance and repair on equipment as necessary.
- Keep abreast of new developments and techniques in the speech-to-text services (STS) field by attending workshops and conferences and reviewing current literature, legislation, and technology.